



PROMOTIONAL SUPERVISING HAZARDOUS SUBSTANCES SCIENTIST I DEPARTMENT OF TOXIC SUBSTANCES CONTROL



CALIFORNIA STATE GOVERNMENT-AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER-OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FINAL FILING DATE: SEPTEMBER 17, 2004

WHO SHOULD APPLY: Persons who meet the [minimum qualifications] as stated below. **COMPETITION LIMITED TO STATE EMPLOYEES.** Applicants must have a permanent civil service appointment with the Department of Toxic Substances Control, Air Resources Board, California Integrated Waste Management Board, Department of Pesticide Regulation, Office of Environmental Health Hazard Assessment, and State Water Resources Control Board, as of the final filing date.

STATEWIDE - This examination will be used by the multi-departments stated above.

IT IS ANTICIPATED THAT A WRITTEN TEST WILL BE ADMINISTERED DURING OCTOBER. Ordinarily the examination is scheduled in Sacramento, Berkeley, Glendale, and Cypress. However, locations of interviews may be changed as conditions warrant. The examination will consist of a written, Pass/Fail. Those candidates who are successful in the written portion will be scheduled for a structured qualifications appraisal interview examination, weighted 100%. Anticipated date of oral examination is November/December.

HOW AND WHERE TO APPLY: Applications are available at the address below or on the State Personnel Board web site at <https://forms.spb.ca.gov>. To learn more about the testing arrangements, contact the testing office shown below. Applications personally delivered or received via interoffice mail must be received and stamped by DTSC's Examination Unit no later than CLOSE OF BUSINESS 5:00 p.m. on the final filing date. Applications may be filed in person or by mail with:

Department of Toxic Substances Control
1001 I Street
P.O. Box 806
Sacramento, CA 95812-0806
(916) 323-2679 CALNET 8-473-2679

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

QUALIFICATIONS APPRAISAL: It is anticipated that oral interviews will be held during November-December 2004. Ordinarily, these are scheduled in Sacramento, Berkeley, Glendale, and Cypress. However, locations of interviews may be changed as conditions warrant.

SALARY RANGE: \$5093 - 6147

SPECIAL TESTING INFORMATION: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

CROSS FILING INFORMATION: If you meet the entrance requirements for this class and for the Supervising Hazardous Substances Scientist II examination scheduled on the same day, you may file for both examinations on a single application.

THE POSITION: The Supervising Hazardous Substances Scientist I is the first supervisory level in the series. Incumbents direct and have charge of professional and technical staff in a DTSC Headquarters or regional program unit. Typically, positions at this level directly supervise five to nine primarily professional staff including lower level Hazardous Substances Scientists, other scientific disciplines or lower level engineers or engineering geologists. This level places major emphasis on the performance of supervisory and management activities such as staff recruitment, development, and performance evaluation; program budgeting and strategic planning.

Position(s) exist with the Department of Toxic Substances Control.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated below.

NOTE: Applicants must meet the education and/or experience for this examination by the final filing date. All applications/resumes must include [to] and [from] dates (month/day/year), time base, and civil service class titles. Applications received without this information will be rejected. Applications/resumes must contain the following information on all related college courses completed: title, semester or quarter credits, name of institution, and completion dates. Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to an examination meeting 100 percent of the overall experience requirement.

MINIMUM QUALIFICATIONS:

EDUCATION: Equivalent to graduation from an accredited college or university approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310 with major work (60 units or more) in environmental, biological, chemical, physical, or soil science; environmental or public health; or a directly related scientific field. (Additional qualifying experience in hazardous materials management regulation, analysis, or research; environmental research, monitoring, surveillance or enforcement; or resource recovery may be substituted for the required education on a year-for-year basis up to a maximum of two years. When substituting experience for education, qualifying education must include a minimum of 60 semester units in the science subjects noted above from an accredited college or equivalent units from an institution approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310.) (Possession of a master's degree in the areas specified above may be substituted for one year of the general experience requirement. Possession of doctorate in the areas specified above may be substituted for two years of the general experience requirement.)

EITHER I: Two years of experience in California state service performing hazardous substances management duties at level of responsibility not less than that of Hazardous Substances Scientist, Range C.

OR II: Experience: Five years of increasingly responsible professional experience in hazardous substances management, regulation, analysis or research; environmental research, monitoring, surveillance or enforcement; or resource recovery. This experience must have been at a level of responsibility equivalent to a Hazardous Substances Scientist, Range C. At least two years of the required experience must have been in a (1) lead or supervisory capacity, or (2) included responsibility as a technical expert developing complex studies related to hazardous substances or environmental health analysis, research, management enforcement or a closely related field.

EXAMINATION INFORMATION: The oral examination will consist of a structured qualifications appraisal interview. Candidates will be allowed time prior to the interview to prepare a response(s) to pre-determined questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED. QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%**

SCOPE: In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

A. KNOWLEDGE OF:

1. The major DTSC program areas.
2. State and Federal laws such as CEQA, RCRA, CERCLA, CAA, CWA and the TSCA.
3. Project management methods and techniques.
4. Major hazardous substances used in California industry including trends in use patterns.
5. Health problems specific to particular industries.
6. California's hazardous waste stream characteristics including current and future hazardous management options.
7. Emerging health problems associated with the use of hazardous materials in other states and overseas.
8. Success and failure of different methods employed in siting hazardous waste facilities and controlling potential contaminations.
9. Programs and mechanisms for managing hazardous materials including new and innovative programs.
10. Toxic properties of commercial chemicals.
11. Strategies for control and allocation of liabilities, sophisticated scientific research techniques, including the planning of studies and investigations, determination of variables and development of reference materials, and research reporting techniques.
12. Principles of effective supervision, staff development, performance evaluation, program management and personnel administration.
13. Methods and techniques of effective leadership.
14. Strategic planning development, implementation and evaluation techniques.
15. California's legislative, budget and general administrative processes.
16. The Department's Equal Employment Opportunity Program objectives.
17. A supervisor's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.

B. ABILITY TO:

1. Interpret and apply State and Federal regulations.
2. Prepare project plans.
3. Design complex scientific methods, studies, procedures, guidelines and research projects.
4. Develop techniques for handling a large variety of detailed data and analyze these data.
5. Communicate the results and implications of studies to nonspecialists.
6. Do unusual and difficult research and analytical work.
7. Exercise initiative in anticipating complex and controversial new issues in hazardous material management and control and recommend development of programs to address such issues.
8. Work quickly in an unsupervised environment to provide research and/or high level scientific evaluations on short-term and highly controversial and complex projects concerning public health and environmental protection.
9. Coordinate and chair interagency task forces and meetings related to hazardous materials, and develop new hazardous material control methodologies and procedures to the point where they can be implemented by other sections.

10. Plan, organize, direct and evaluate the work of others.
11. Ensure that staff have the tools needed to perform their jobs.
12. Provide leadership in accomplishing basic functions and strategic objectives.
13. Interpret, apply and develop policy proposals and procedures.
14. Participate in assigned programs effectively with groups and agencies to gain cooperation in hazardous waste and environmental management.
15. Evaluate and project environmental data and direct the preparation of comprehensive studies, projects and resultant reports.
16. Effectively contribute to the Department's equal employment opportunity objectives.

VETERANS PREFERENCE CREDIT: is not granted in promotional examinations.

ELIGIBLE LIST INFORMATION: A single, Department of Toxic Substances Control multi-departmental promotional eligible list will be established for use by the participating departments. The list will be abolished 12 months after establishment unless the needs of the service and condition of the list warrants a change in this period.

GENERAL INFORMATION

It is the candidates responsibility to contact the Department of Toxic Substances Control at (916) 323-2679/CALNET 8-473-2679, three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the NA three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices and local office of the Employment Development Department.

If you meet the requirements stated on the reverse, you may take this examination which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, Berkeley, Cypress, and Glendale. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) SERVICE WIDE promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. California Relay Telephone Service for the Deaf or Hearing Impaired : From TDD phones: 1-800-342-5966 From Voice Telephones: 1-800-342-5833 P (Rev. 3/89)